

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-24				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-10-060			Contract Period   11/30/2010   To   07/31/2012 Base                      Option Period Number    1			Title of Work Assignment/SF Site Name Cryptosporidium Lab Support				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW 2.8.1, 2.8.2, 2.8.3, 2.8.4, 3.1.4, 3.1.6					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   10/19/2011   To   07/31/2012				
Comments: This action establishes WA 1-24 in OP 1, and requests a work plan and budget for the attached PWS. LOE is estimated at 625 labor hours.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/30/2010 To 07/31/2012										
This Action:						625				
Total:						625				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name   Carrie Miller						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number   513-569-7919				
						FAX Number:				
Project Officer Name   Nancy Muzzy						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-569-7864				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name   Cathy Basu						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2042				
						FAX Number:				

**WORK ASSIGNMENT  
PERFORMANCE WORK STATEMENT**

**Contract No. EP-C-10-060**

**Work Assignment: 1-24**

**WAM: Name: Carrie Miller**

**Branch: Technical Support Center**

**Standards and Risk Management Division/Office of Water**

**Phone: (513) 569-7919**

**FAX: (513) 569-7191**

**E-mail: millier.carrie@epa.gov**

**Mail code: 140**

**26 W MLK Dr**

**Cincinnati, OH 45202**

**LOE: 625 hours**

**Period of Performance: Contracting Officer issue date to July 31, 2012**

**Title: *Cryptosporidium* Laboratory Program Support Services**

**PWS Sections: 2.8.1; 2.8.2; 2.8.3; 2.8.4; 3.1.4; 3.1.6**

**I. PURPOSE:**

The purpose of this work assignment is to ensure that national laboratory quality assurance for *Cryptosporidium* analyses is acceptable for implementing the LT2 Rule. The LT2 Rule requires public water systems using surface water, or ground water under the direct influence of surface water, to monitor their source water to determine an average *Cryptosporidium* level. The Laboratory Quality Assurance (Lab QA) Program for analysis of *Cryptosporidium* is described at the Agency's website: [http://water.epa.gov/lawsregs/rulesregs/sdwa/lt2/lab\\_home.cfm](http://water.epa.gov/lawsregs/rulesregs/sdwa/lt2/lab_home.cfm).

To achieve this purpose the contractor shall provide support related to monitoring under the LT2 Rule, including: 1) recommending approval of laboratories to analyze samples for *Cryptosporidium*; and 2) disseminating guidance and training to certification officers to ensure proper sampling and analysis techniques. Support for the *Cryptosporidium* Laboratory Program requires a blend of expertise that includes experience with *Cryptosporidium* method development, knowledge of previous interferences with laboratory proficiency, and technical skills for auditing laboratory techniques and records.

The intended audiences for this project are: 1) the private, municipal, state and EPA regional laboratories that conduct *Cryptosporidium* analyses; and 2) the State and Regional Certification Officers.

**II. BACKGROUND:**

On January 5, 2006 EPA promulgated the Long Term 2 Enhanced Surface Water Treatment Rule (LT2 Rule) to further protect public health against *Cryptosporidium* and other microbial pathogens in drinking water. The Rule establishes risk-targeted treatment technique

requirements to control *Cryptosporidium* based on the results of the source water monitoring. Without reliable results from the *Cryptosporidium* analyses, appropriate treatment targets may be delayed, and improvements in drinking water quality may not occur. The Rule states: “Systems must have *Cryptosporidium* samples analyzed by a laboratory that is approved under EPA’s Laboratory Quality Assurance Evaluation Program for Analysis of *Cryptosporidium* in Water or by a laboratory that has been certified for *Cryptosporidium* analysis by an equivalent State laboratory certification program.”

### **III. QA REQUIREMENTS:**

#### **Secondary Data (modification of previous effort, with no changes to QA requirements):**

Some of the tasks in this work assignment require the use of primary and/or secondary data. Consistent with the Agency’s quality assurance (QA) requirements, the contractor must modify the Quality Assurance Project Plan (QAPP) completed under WA 1-20, EPA Contract No. EP-C-05-045, to reflect only the tasks described below. Work on these tasks cannot proceed until the contractor receives notification of QAPP approval from the PO via e-mail. The quality assurance requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

### **IV. DETAILED TASK DESCRIPTION:**

All direction under this work assignment will be provided as written technical direction from the Task Manager or Work Assignment Manager, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Project Officer and the Contracting Officer, and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA Work Assignment Manager (WAM) and EPA Project Officer (PO) in draft form for review and comment. The contractor shall incorporate WAM/Task Manager review comments into revisions of the drafts. All drafts and final reports shall be approved by the WAM.

The contractor shall perform the following tasks:

#### **Task 0: Work Plan, Progress evaluations, and Monthly Progress Reports**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor’s key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the metropolitan DC area, the contractor shall include information on plans to manage work and contract costs. The work plan shall also provide an analysis of the existing and projected constraints, and the feasibility of accomplishing the project’s purpose.

In addition, the contractor shall prepare a Quality Assurance Project Plan (QAPP), noted above, and ensure the quality of secondary data used to complete these tasks. The QAPP will be developed from the one completed under WA 1-20, EPA Contract No. EP-C-05-045, modified to reflect the tasks described below. The work plan shall explain when the QAPP will be submitted based on the specific data requirements of the WA. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial

reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA.

**In addition, in each monthly progress report, the contractor shall, at the introduction to the discussion of this work assignment, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the work assignment. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing work assignments under this contract is not occurring**

Deliverables: Work plan, modified QAPP and monthly progress and financial reports.

### **Task 1 Laboratory Audits**

The contractor shall provide support in the evaluation of *Cryptosporidium* laboratory performance, including on-site and off-site evaluations of laboratory capabilities.

#### **Task 1.1. Laboratory Personnel**

The information collected will assist in the determination of appropriate skills of the laboratory personnel to perform Method 1623. The contractor shall evaluate, over the internet, the LT2 analysts' ability to correctly identify *Cryptosporidium* oocysts and the interfering organisms that cause false positive results. The contractor shall evaluate the analysts' ability to focus on the specimen, adjust the contrast and resolution appropriately, and accurately describe their observations and conclusive examination results. The contractor also shall use the evaluations to train certification officers to become familiar with the elements included in oocyst identification. These online sessions shall be conducted by an experienced microscopist and *Cryptosporidium* analyst with over 10 years of quality control responsibility. The contractor also shall evaluate each analyst's microscopy skills, ability to demonstrate internal structures of *Cryptosporidium* oocysts, and ability to measure oocyst diameter with an ocular micrometer. The test concludes with a score and/or pertinent requirements and recommendations per Method 1623. Rubric scores are based on agreement with the auditor's observations. The contractor shall photo-document the specimens for re-examination or any disputes.

#### **Task 1.2. Laboratory Capability**

The contractor shall evaluate the ability of the LT2 laboratory to precisely stain organisms for detecting environmental oocysts. The contractor shall schedule submission of 2 routinely produced slides to be sent via overnight courier: 1) a staining control slide to check analyst technique; and 2) a slide with oocysts taken through the entire Method 1623 to check for any physical or chemical processing that could degrade oocysts in the PWS source water. The contractor shall evaluate the laboratory's quality control slides on a microscope of known caliber. The contractor shall examine both slides for the strength of 2 different fluorescent stains applied to the oocysts and the level of background interference. The intensity of fluorescence will be scored on a scale of 1 to 4 with the lowest value being "negative, weak, or inadequate;" and the highest value being "distinct, consistently strong and superior." The background fluorescence is scored on a scale of 1 to 4 with the lowest being "excessive and interfering" and the highest being "minimal to nonexistent". The subjectivity of the examination is reduced by



the experience of the examiner. The contractor shall complete the rubric established for determining the LT2 laboratory's ability to precisely stain oocysts with techniques crucial to Method 1623.

The estimated number of evaluations is 12 slide sets and 12 online microscopy sessions conducted in Cincinnati.

### ***Task 2. Training for Certification Officers***

The contractor shall provide an instructor to lecture for the cert officer course and participate in a mock laboratory audit. Lectures shall include data auditing, evaluating microscope proficiency, and using checklists to measure quality control. The instructor must be knowledgeable in all technical aspects of the implementation of LT2 Crypto monitoring with its' variable method components is needed. One (1) course will be held in Cincinnati, Ohio and will last four (4) days, Monday through Thursday. The exact dates for the Certification Officers training are to be determined. The contractor shall assume that all training materials will be provided by the EPA WAM.

## **V. SCHEDULE/DELIVERABLES**

<b><i>Modification of QAPP/Work plan</i></b>	<b><i>30 working days after task order award</i></b>
<b><i>Schedule on-line microscopy session</i></b>	<b><i>Arrange a date no later than 1 month after WAM request</i></b>
<b><i>Schedule delivery of slide</i></b>	<b><i>Arrange a date no later than 3 weeks after WAM request</i></b>
<b><i>Completed Rubric for microscopy and slide evaluation</i></b>	<b><i>10 working days after session/evaluation</i></b>
<b><i>Provide lecture for cert officers &amp; mock lab</i></b>	<b><i>Upon EPA request and schedule of cert course</i></b>

## **VI. REPORTING REQUIREMENTS**

Monthly Progress Reports (including a progress evaluation discussion)

Financial Reports

Project Specific QAPP (if applicable)

## **VII. GREEN MEETINGS AND CONFERENCES**

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

**QUALITY ASSURANCE SURVEILLANCE PLAN**  
**for the Water Security Division's**  
**Technical, Analytical, and Regulatory Mission Support**  
**Performance Work Statement**

**Quality Assurance Surveillance Plan**

The requirements contained in this work assignment are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The Work Assignment Manager shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the Project Officer in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

General Management and Administration			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<b>Management and Communications:</b> The Contractor shall maintain contact with the EPA CO, PO and WAM throughout the performance of the contract and shall immediately bring potential problems to the attention of the appropriate EPA WAM. In cases where issues have a direct impact on project schedules or cost, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.	Any issues that impact project schedules or cost shall be brought to the attention of the appropriate EPA WAM within 3 business days of occurrence.	100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report) to identify unreported issues. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.	<b>Unsatisfactory</b> rating under the category of Business Relations in the NIH Performance Evaluation System if two or more incidents occur during an applicable period of performance when the contractor does not meet the measurable performance standards for a given contract period.

<p><b>Timeliness:</b> Services and deliverables shall be in accordance with schedules stated in each work assignment or tasking document, unless amended or modified by an approved EPA action.</p>	<p>During any period of performance, 90% of all submitted deliverables shall be submitted no later than 5 business days past the due date.</p>	<p>100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report &amp; milestones established for each deliverable) to compare actual delivery dates against those approved. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.</p>	<p><b>Unsatisfactory</b> rating under the category of Timeliness in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>
<p><b>Cost Management and Control:</b> The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.</p>	<p>The contractor shall manage costs to the level of approved ceiling on the work assignment. The contractor shall notify the WAM/PO when 75% of the approved funding ceiling for the work assignment is reached.</p>	<p>The EPA PO will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment expenditures. The EPA PO shall review the Contractor's monthly progress reports and request the WAMs verification of expenditures and technical progress before authorizing invoice payments.</p>	<p><b>Unsatisfactory</b> rating under the category of Cost Control in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>

<p><b>Technical Effort:</b> The analyses or products developed by the contractor shall be factual and defensible and based on sound science and engineering. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with contract, agency requirements and any additional requirements outlined in individual work assignments or technical directives. Any work requiring the contractor to provide options or recommendations shall include the rationale used in selecting the option/recommendation and all other options and recommendations considered.</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. All analyses and products (initial and final drafts) shall conform in format and content to requirements specified by the WAM in written technical direction, and should meet the objectives stated in the work assignment. All initial draft documents shall be clearly written at a level appropriate to the targeted audience. All information shall be factual, technically sound, and accurate, with data sources identified.</p> <p>Draft versions of a document shall require no more than two editorial revisions.</p>	<p>EPA will review all analyses and work products conducted by the Contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.</p> <p>The EPA WAM/TM (Task Manager) will review initial drafts to assess technical accuracy and editorial quality. The WAM/TM will identify all inaccuracies and needed edits and corrections to the contractor in the initial review of draft documents.</p>	<p><b>Unsatisfactory</b> rating under the category of <b>QUALITY OF PRODUCT OR SERVICE</b> in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance, even after review input and follow up discussion by Agency personnel.</p>
<p><b>Socio-Economic Utilization:</b> The Contractor shall assess all agency requirements outlined in work assignments for opportunities to fully utilize the knowledge and experience of its socio-economic team members. Work shall be allocated in a manner that ensures the Contractor's annual subcontracting goals are met.</p>	<p>The Contractor shall meet a standard of at least 80% of the dollar goals outlined in their subcontracting plan during each period of performance, unless Agency priorities prevent or preclude such tasking.</p>	<p>EPA will monitor the contractor's utilization of socio-economic firms by reviewing the contractor's submittal of Standard Forms (SF) 294 and (SF) 295.</p>	<p>If less than 80% is reached during an applicable period of performance, the contractor shall outline the steps that will be taken to meet the annual goals outlined in their plan, or provide justification as to the rationale for the lack of meeting the subcontracting plan goals. Performance that does not meet the stated goals without sufficient justification will be reported as an <b>Unsatisfactory</b> rating under the category of <b>BUSINESS RELATIONS, and MEETING SDB SUBCONTRACTING REQUIREMENTS</b> in the NIH Performance Evaluation System.</p>

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Comments: This action fully funds the work plan at an amount of \$61,640 and total LOE of 625 direct labor hours. Technical hours are 600 direct labor hours.										
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